

**Enrolled Minutes of the Twenty-first Regular or Special Meeting  
For the Twenty-Eighth Highland Town Council  
Regular Meeting  
Monday, October 10, 2016**

*Study Session.* The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, October 10, 2016 at 6:45 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

*Silent Roll Call:* Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**General Substance of Matters Discussed.**

1. The Town Council discussed the request of Chief Timmer regarding the salary increase for the departmental secretary and himself. It was noted that an internal and external salary equity limited to the Fire Chief was pending.
2. The Town Council discussed the request from Rockopelli founder seeking to have a beer tent at the Main Square as part of its fundraiser concert for next year. No formal disposition was attained.
3. The Town Council discussed the agenda of the imminent meeting.

The study session ended at 7:01 O'clock p.m.

*Regular meeting.* The Twenty Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, October 10, 2016 at 7:03 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Town Council President, Bernie Zemen, presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Steven Wagner reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner, and Konnie Kuiper. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Jared Tauber, Esq., Tauber Law Offices; John Bach, Public Works Director; Peter Hojnicky, Metropolitan Police Chief; William R. Timmer, Jr., CFOD; Kenneth J. Mika, Building Commissioner; Alex M. Brown, CPRP, Parks and Recreation Superintendent; and Cecile Petro, Redevelopment Director, were present.

*Also present:* Randy Bowman, Assistant Inspector for Electrical Code; Susan Murovic, Advisory Board of Zoning Appeals; and Ed Dabrowski IT Director (Contract) were also present.

**Minutes of the Previous Session:**

The Minutes for September 26, 2016 were approved by general consent.

**Special Orders:**

1. **Public Hearing:** Proposed Additional Appropriations in Excess of the 2016 Budget for the **Unsafe Building Fund** in the amount of \$53,023 and the **Special Events Non-Reverting Fund** in the amount of \$21,500.
  - (a) Attorney verification of Proofs of Publication: The TIMES 29 September 2016. Jared Tauber indicated that the proof of publication complied with IC 5-3-1.
  - (b) **Public Hearing.** The Town Council President called the hearing to order. There were no comments. The hearing was closed.
  - (c) Action on **Appropriation Enactment No. 2016-32:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Unsafe Building Fund and the Special Events Non-Reverting Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced and moved the consideration of Enactment No. 2016-32 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2016-32 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-third vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

**Town of Highland  
Appropriation Enactment  
Enactment No. 2016-32**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the UNSAFE BUILDING FUND AND THE SPECIAL EVENTS NON-REVERTING FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Unsafe Building Fund and in the Special Events Non Reverting Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Unsafe Building Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

UNSAFE BUILDING FUND		
Acct. No. 310.05 Demolition Costs:		<u>\$ 53,023.00</u>
	<i>Total Series:</i>	\$ 53,023.00
	<b>Fund Total:</b>	<b>\$53,023.00</b>

**Section 2.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Special Events Non Reverting Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

SPECIAL EVENTS NON REVERTING FUND		
Acct. No. 2XX.XX: Special Beverage Supplies:		<u>\$ 5,000.00</u>

	<i>Total Series:</i>	\$ 5,000.00
Acct. No. 380.05:	Sound System Services	\$ 2,500.00
Acct. No. 386.01:	Rentals:	\$ 1,000.00
Acct. No. 386.09:	Entertainment:	\$ 13,000.00
	<i>Total Series:</i>	\$ 16,500.00
	<b>Fund Total:</b>	<b>\$ 21,500.00</b>

**Section 3.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

**Section 4.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 10th Day of October 2016. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 10<sup>th</sup> Day of October 2016, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

Bernie Zemen, President (IC 36-5-2-10)

ATTEST:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

2. **Public Hearing:** Proposed Additional Appropriations in Excess of the 2013 Budget for the **Metropolitan Police Department of the Corporation General Fund** in the amount of \$312.80.
  - (a) Attorney verification of Proofs of Publication: The TIMES 29 September 2016. Jared Tauber indicated that the proof of publication complied with IC 5-3-1.
  - (b) **Public Hearing.** The Town Council President called the hearing to order. There were no comments. The hearing was closed.
  - (c) Action on **Appropriation Enactment No. 2016-33:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Metropolitan Police Department of the Corporation General Fund.**

Councilor Vassar introduced and moved the consideration of Enactment No. 2016-33 at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Vassar moved the passage and adoption of Enactment No. 2016-33 at the same meeting of its introduction. Councilor Wagner seconded. Upon a roll call vote, a two-third vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

Town of Highland  
Appropriation Enactment  
Enactment No. 2016-33

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Metropolitan Police Department of the Corporation General Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Metropolitan Police Department of the Corporation General Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Metropolitan Police Department of the Corporation General Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

CORPORATION GENERAL FUND

**Metropolitan Police Department**

*Increase the following accounts:*

Acct. 001-0009-220.04 Equipment/Parts:	\$ 160.00
Acct. 001-0009-230.04 Other Supplies:	\$ 152.80
<i>Total Series:</i>	\$ 312.80
<b>Fund Total:</b>	<b>\$ 312.80</b>

**Section 2.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

**Section 3.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 10th Day of October 2016. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 10<sup>th</sup> Day of October 2016, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

Bernie Zemen, President (IC 36-5-2-10)

ATTEST:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**3. Pre-Adoption Hearing of the Proposed Fiscal Year 2017 Budget for the Town of Highland.**

- (a) Verification of Publication: *(Under latest law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on September 29, 2016. See IC 6-1.1-17-3)*
- (b) Introduction of **Proposed Ordinance No. 1633**: An Ordinance of Appropriations and Budget Levies and Rates for the 2017 Budget. Councilor Wagner introduced and filed Ordinance No. 1633.
- (c) **Public Hearing.** The Town Council President called the public hearing to order.

1. Tom Black, 3515 Garfield Avenue, Highland, for the details of planned spending in the Economic Development Income Tax Fund. The Clerk-Treasurer offered a survey of the objects of expense.

There were no further inquires and the hearing was closed.

**Town of Highland  
 Ordinance No. 1633**

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

**AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES  
 OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA**

**BE IT HEREBY ORDAINED** by the Town Council of the Town of Highland, Lake County, Indiana:

**Section 1.** That for the expenses of the Town of Highland for the year ending December 31, 2017, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

**Section 2.** That in addition, for the purposes of raising revenue to meet the necessary expenses of the **TOWN OF HIGHLAND**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

**Section 3.** This ordinance shall be in full force and effect from and after its passage and approval by the Town Council of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

<b>Fund Name</b>	<b>Proposed Budget</b>	<b>Proposed Tax Levy</b>	<b>Proposed Tax Rate</b>
<b>Corporation General</b>	\$ 7,321,445	\$ 5,376,165	0.7248
<b>Debt Service</b>	\$ 2,210,314	\$ 4,005,892	0.5400
<b>Local Income Tax (Public Safety LOIT</b>	\$ 463,309	\$ -	0.0000

see next page

<b>Police Pension</b>	\$	830,004	\$	4,001	0.0005
<b>Local Road and Streets</b>	\$	281,733	\$	-	0.0000
<b>Motor Vehicle Highway</b>	\$	993,379	\$	-	0.0000
<b>LE Continuing Education</b>	\$	45,500	\$	-	0.0000
<b>Park and Recreation</b>	\$	2,279,084	\$	1,207,135	0.1627
<b>Park Bond</b>	\$	1,316,619	\$	2,162,704	0.2916
<b>Park Bond Exempt From Circuit Breakers</b>	\$	189,024	\$	96,917	0.0131
<b>Cumulative Capital Improvement</b>	\$	90,000	\$	-	0.0000
<b>Cumulative Capital Development</b>	\$	363,247	\$	644,218	0.0868
<b>Economic Development Income Tax</b>	\$	570,000	\$	-	0.0000
<b>Redevelopment General</b>	\$	239,223	\$	231,319	0.0312
<b>Redevelopment Capital</b>	\$	1,069,506	\$	-	0.0000
<b>Redevelopment Bond</b>	\$	243,268	\$	354,497	0.0478
<b>Solid Waste District Grant</b>	\$	177,300	\$	-	0.0000
<b>Information and Communications Technology</b>	\$	217,420	\$	-	0.0000

<b>VIPS/Park Public Safety Fund</b>	\$	6,000	\$	-	0.0000
<b>Special Events Non Reverting</b>	\$	75,037	\$	-	0.0000
		\$ 18,981,412		\$ 14,082,848	\$1.8985
<b>Regular Funds</b>	\$	18,981,412			
<b>Home Rule Funds</b>	\$	475,757			

Introduced and Filed on the 10<sup>th</sup> day of October 2016. Consideration on First Reading not entertained, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

**Duly Ordained and Adopted** this \_\_\_\_ Day of \_\_\_\_\_ 2016 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Having Voted in the Affirmative:

Having Voted in the Negative:

\_\_\_\_\_  
Mark A. Herak, President

\_\_\_\_\_

\_\_\_\_\_  
Bernie Zemen

\_\_\_\_\_

\_\_\_\_\_  
Dan Vassar

\_\_\_\_\_

\_\_\_\_\_  
Steve Wagner

\_\_\_\_\_

\_\_\_\_\_  
Konnie Kuiper

\_\_\_\_\_

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Town Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

<b>Corporation General Fund:</b> (departmentalized)	<i>Proposed</i>	<b>FY 2017</b> <i>Adopted</i>
<i>Office of the Town Council</i>		
Personnel Services	\$ 80,849	\$ -
Supplies	\$ 700	\$ -
Other Services & Charges	\$ 157,572	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 239,121</b>	<b>\$ -</b>
<i>Advisory Board of Zoning Appeals</i>		
Personnel Services	\$ 3,359	\$ -
Supplies	\$ 200	\$ -
Other Services & Charges	\$ 22,976	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 26,535</b>	<b>\$ -</b>

<i>Volunteers in Policing</i>		
Personnel Services	\$ 2,720	\$ -
Supplies	\$ 14,530	\$ -
Other Services & Charges	\$ 2,650	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 19,900</b>	<b>\$ -</b>
<i>Office of the Clerk-Treasurer</i>		
Personnel Services	\$ 135,691	\$ -
Supplies	\$ 3,500	\$ -
Other Services & Charges	\$ 74,548	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 213,739</b>	<b>\$ -</b>
<i>Building Inspection Department</i>		
Personnel Services	\$ 257,394	\$ -
Supplies	\$ 9,550	\$ -
Other Services & Charges	\$ 99,747	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 366,691</b>	<b>\$ -</b>
<i>Fire Department</i>		
Personnel Services	\$ 260,934	\$ -
Supplies	\$ 32,075	\$ -
Other Services & Charges	\$ 107,520	\$ -
Capital Outlays	\$ 26,100	\$ -
<b>Department Total:</b>	<b>\$ 426,629</b>	<b>\$ -</b>
<i>Plan Commission Dept.</i>		
Personnel Services	\$ 2,842	\$ -
Supplies	\$ 325	\$ -
Other Services & Charges	\$ 68,246	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 71,413</b>	<b>\$ -</b>
<i>Metropolitan Police Department</i>		
Personnel Services	\$ 3,808,101	\$ -
Supplies	\$ 145,000	\$ -
Other Services & Charges	\$ 1,166,381	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 5,119,482</b>	<b>\$ -</b>
<i>Services &amp; Works Board Dept.</i>		
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 793,010	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 793,010</b>	<b>\$ -</b>
<i>Town Hall and Monuments Dept.</i>		
Personnel Services		\$ -
Supplies	\$ 5,000	\$ -
Other Services & Charges	\$ 39,925	\$ -
Capital Outlays	\$-	\$ -
<b>Department Total:</b>	<b>\$ 44,925</b>	<b>\$ -</b>

<b>Fund Total:</b>	\$ 7,321,445	\$ -
Proposed (est.) Rate for the Fund	\$ 0.7248	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Redevelopment General Fund:**

	<i>Proposed</i>	<i>Adopted</i>
PROPERTY TAX CAP	\$ 1,950	
Personnel Services	\$ 130,902	\$ -
Supplies	\$ 4,000	\$ -
Other Services & Charges	\$ 103,450	\$ -
Capital Outlays	\$-	\$ -
<b>Fund Total:</b>	<b>\$ 238,352</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.0312	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Rate for both the Redevelopment General and the Redevelopment Capital is capped at .0333, pursuant to IC 36-7-14-28.

**Redevelopment Capital Fund:**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 230,000	\$ -
Capital Outlays	\$ 839,506	\$ -
<b>Fund Total:</b>	<b>\$ 1,069,506</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Rate for both the Redevelopment General and the Redevelopment Capital is capped at .0333, pursuant to IC 36-7-14-28.

**Parks and Recreation Fund:**

	<i>Proposed</i>	<i>Adopted</i>
PROPERTY TAX CAPS	\$ 10,000	
Personnel Services	\$ 1,120,000	\$ -
Supplies	\$ 100,000	\$ -
Other Services & Charges	\$ 1,059,084	\$ -
Capital Outlays	\$ -	\$ -
<b>Fund Total:</b>	<b>\$ 2,279,084</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.1627	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Police Pension 1925 Fund:**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 825,239	\$ -
Supplies	\$ 450	\$ -
Other Services & Charges	\$ 4,315	\$ -
Capital Outlays	\$-	\$ -
<b>Fund Total:</b>	<b>\$ 830,004</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.0005	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Parks Dist Bond & Lease Exempt Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services		\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ -	\$ -
Debt Service	\$ 189,024	\$ -
<b>Fund Total:</b>	<b>\$ 189,024</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.0131	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Parks Dist Bond & Lease Fund (Regular)**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 1,000	\$ -
Debt Service	\$ 1,315,618	\$ -
<b>Fund Total:</b>	<b>\$ 1,316,618</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.2916	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Corporation Bond Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 950	\$ -
Debt Service	\$ 2,209,364	\$ -
<b>Fund Total:</b>	<b>\$ 2,210,314</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.5400	
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Motor Vehicle Highway Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 506,204	\$ -
Supplies	\$ 257,735	\$ -
Other Services & Charges	\$ 229,440	\$ -
Capital Outlays	\$-	\$ -
<b>Fund Total:</b>	<b>\$ 993,379</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Local Roads & Streets Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 81,733	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 200,000	\$ -
Capital Outlays	\$-	\$ -
<b>Fund Total:</b>	<b>\$ 281,733</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Municipal Cum Cap Dev Fund**

	<i>Proposed</i>	<i>Adopted</i>
PROPERTY TAX CAPS	\$ 3,787	
Supplies	\$ 7,500	\$ -
Other Services & Charges	\$ 35,000	\$ -
Capital Outlays	\$ 156,035	\$ -
Debt Service	\$ 164,712	\$ -
<b>Fund Total:</b>	<b>\$ 363,247</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.0868	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

The rate is fixed or capped by I.C. 36-9-15.5 et seq.

**Cumulative Cap Imp. Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$ 90,000	\$ -
Other Services & Charges	\$ -	\$ -
Capital Outlays	\$-	\$ -
<b>Fund Total:</b>	<b>\$ 90,000</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Law Enf. Ed.,Trng., & Supply Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$ 20,500	\$ -
Other Services & Charges	\$ 25,000	\$ -
Capital Outlays	\$-	\$ -
<b>Fund Total:</b>	<b>\$ 45,500</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Redevelopment Bond Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 350	\$ -
Debt Service	\$ 242,918	\$ -
<b>Fund Total:</b>	<b>\$ 243,268</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ 0.0478	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Information & Comm Tech**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ 3,000	\$ -
Other Services & Charges	\$ 214,420	\$ -
Capital Outlays	\$ -	\$ -
<b>Fund Total:</b>	<b>\$ 217,420</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**VIPS/PARKS Public Safety Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 600	\$ -
Supplies	\$ 5,400	\$ -
Other Services & Charges	\$ -	\$ -
Capital Outlays	\$ -	\$ -
<b>Fund Total:</b>	<b>\$ 6,000</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Solid Waste District Grant Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ 5,000	\$ -
Other Services & Charges	\$ 122,300	\$ -
Capital Outlays	\$ 50,000	\$ -
<b>Fund Total:</b>	<b>\$ 177,300</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Special Events Non Reverting**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ 6,087	\$ -
Supplies	\$ 1,000	\$ -
Other Services & Charges	\$ 67,950	\$ -
Capital Outlays	\$ -	\$ -
<b>Fund Total:</b>	<b>\$ 75,037</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Public Safety LOIT Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ 235,309	\$ -
Capital Outlays	\$ 228,000	\$ -
<b>Fund Total:</b>	<b>\$ 463,309</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Economic Development Income Tax Fund**

	<i>Proposed</i>	<i>Adopted</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ -	\$ -
Capital Outlays	\$ 570,000	\$ -
<b>Fund Total:</b>	<b>\$ 570,000</b>	<b>\$ -</b>
Proposed (est.) Rate for the Fund	\$ -	per \$100 dollars of av
Adopted (Est.) Rate for the Fund	\$ -	per \$100 dollars of av
 <b>Total of All Funds:</b>	 <b>\$ 18,980,540</b>	 <b>\$ -</b>

Pursuant to IC 6-1.1-17 et seq., consideration of the proposed ordinance for adoption cannot take place sooner than ten (10) days following the pre-adoption hearing. Consideration for passage and adoption of the Proposed Ordinance will be at the regular meeting of the **Town Council, Monday, October 24, 2016 at 7:00 p.m.**

4. **Pre-Adoption Hearing of the Proposed Fiscal Year 2017 Budget of the Sanitary District, pursuant to IC 6-1.1-17-20.** *Under amendments to IC 6-1.1-17-20, the proper officers shall submit the proposed budget and property tax levies to the municipal fiscal body. The proposed budget and levy shall be submitted to the city or town fiscal body in the manner prescribed by the department of local government finance before September 2 of a year. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council. The Town Council should take its final action at its meeting of October 24, 2016.*

- (a) Verification of Publication: *(Under latest law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on September 28, 2016 See IC 6-1.1-17-3)*
- (b) Introduction of **Proposed Ordinance No. 1634**: An Ordinance of Appropriations and Budget Levies and Rates for the 2017 Budget. Councilor Kuiper introduced and filed Ordinance No. 1634.
- (c) **Public Hearing.** The Town Council President called the hearing to order. There were no comments. The hearing was closed.

**Town of Highland  
 Ordinance No. 1634**

TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES OF THE SANITARY DISTRICT OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA

BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana:

**Section 1.** Pursuant to the provisions of IC 6-1.1-17-20 (e), the Town Council of Highland hereby finds and determines the following:

(A) That the Sanitary District is a political subdivision, whose governing body, the Board of Sanitary Commissioners is comprised entirely of non-elected, appointed officials;

(B) That the assessed valuation of the **Sanitary District** is entirely contained within and is both coterminous and coextensive with the boundaries of the Corporate Town of Highland;

**Section 2.** That for the expenses of the **Sanitary District of the Town of Highland** for the year ending December 31, 2017, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

**Section 3.** That in addition, for the purposes of raising revenue to meet the necessary expenses of the **SANITARY DISTRICT** of the **TOWN OF HIGHLAND**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

**Section 4.** This ordinance shall be in full force and effect from and after its passage and approval by the Town Council of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

Fund Name	Proposed Budget	Proposed Tax Levy	Proposed Tax Rate
Special Sanitary General	\$ 2,219,541	\$ 218,327	0.0294
Special Sanitary Debt Service	\$ 1,391,474	\$ 2,253,223	0.3038
Special Sanitary Debt Service Exempt from Circuit Breakers	\$ 319,846	\$ 372,659	0.0502
	<b>\$ 3,930,861</b>	<b>\$ 2,844,209</b>	<b>\$ 0.3834</b>

Introduced and Filed on the 10<sup>th</sup> day of October 2016. Consideration on First Reading not entertained, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this \_\_\_\_\_ Day of \_\_\_\_\_ 2016 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
 HIGHLAND, INDIANA**

Having Voted in the Affirmative:

Having Voted in the Negative:

\_\_\_\_\_  
Mark A. Herak, President

\_\_\_\_\_

\_\_\_\_\_  
Bernie Zemen

\_\_\_\_\_

\_\_\_\_\_  
Dan Vassar

\_\_\_\_\_

\_\_\_\_\_  
Steve Wagner

\_\_\_\_\_

\_\_\_\_\_  
Konnie Kuiper

\_\_\_\_\_

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Town Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**Sanitary District Special Operating Fund**  
(Departmentalized)

<i>Operating Department</i>	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$ 81,479	\$ -
Supplies	\$ 450	\$ -
Other Services & Charges	\$ 94,120	\$ -
Capital Outlays	\$ 15,000	\$ -
<b>Departmental Total:</b>	<b>\$ 191,049</b>	<b>\$ -</b>
<i>Sanitation and Waste Department</i>	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$ 399,367	\$ -
Supplies	\$ 39,050	\$ -
Other Services & Charges	\$ 1,590,075	\$ -
Capital Outlays	\$-	\$ -
<b>Departmental Total:</b>	<b>\$ 2,028,492</b>	<b>\$ -</b>
<b>PROPERTY TAX CAPS</b>	<b>\$ 5,330</b>	<b>\$ -</b>
<b>Fund Total:</b>	<b>\$ 2,219,541</b>	<b>\$ -</b>
Adopted (est.) Rate for the Fund	\$ 0.0295	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Sanitary District Bond and Interest Fund**

	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 1,875	\$ -
Debt Service	\$ 1,389,599	\$ -
<b>Fund Total:</b>	<b>\$ 1,391,474</b>	<b>\$ -</b>
Adopted (est.) Rate for the Fund	\$ 0.3048	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Sanitary District Bond and Interest Exempt Fund**

	<i>Proposed</i>	<i>Final Approval</i>
Personnel Services	\$-	\$ -
Supplies	\$-	\$ -
Other Services & Charges	\$ 800	\$ -
Debt Service	\$ 319,045	\$ -
<b>Fund Total:</b>	<b>\$ 319,845</b>	<b>\$ -</b>
Adopted (est.) Rate for the Fund	\$ 0.0504	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

**Total of All San Dist Funds: \$ 3,930,860 \$ -**

Pursuant to IC 6-1.1-17 et seq., consideration of the proposed ordinance for adoption cannot take place sooner than ten (10) days following the pre-adoption hearing. Consideration for passage and adoption of the Proposed Ordinance will be at the regular meeting of the **Town Council, Monday, October 24, 2016 at 7:00 p.m.**

5. **Pre-Adoption Hearing of the Proposed Fiscal Year 2017 Budget of the Waterworks District, pursuant to IC 6-1.1-17-20.** *Under amendments to IC 6-1.1-17-20, the proper officers of the special taxing district shall submit the proposed budget and property tax levies to the municipal fiscal body. The proposed budget and levy shall be submitted to the city or town fiscal body in the manner prescribed by the department of local government finance before September 2 of a year. The fiscal body of the city, town, or county (whichever applies) shall review each budget and proposed tax levy **and adopt a final budget and tax levy for the taxing unit.** The fiscal body may reduce or modify but not increase the proposed budget or tax levy. The final adoption vests with the Town Council. The Town Council should take its final action at its meeting of October 24, 2016.*

- (a) **Verification of Publication:** *(Under latest law, no publication by unit just by Department of Local Government Finance online Gateway. The proposed components of budget must be submitted to the Gateway at least 10 days before the Preliminary Hearing. The proposed budget notice was filed with the Gateway on September 28, 2016 See IC 6-1.1-17-3)*
- (b) **Introduction of Proposed Ordinance No. 1635:** An Ordinance of Appropriations and Budget Levies and Rates for the 2017 Budget. Councilor Kuiper introduced and filed Ordinance No. 1635.
- (c) **Public Hearing.** The Town Council President called the hearing to order. There were no comments. The hearing was closed.

**Town of Highland  
Ordinance No. 1635**

**TOWN OF HIGHLAND, LAKE COUNTY, INDIANA**

**AN ORDINANCE FOR APPROPRIATIONS AND TAX RATES OF THE WATERWORKS DISTRICT OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA**

**BE IT HEREBY ORDAINED** by the Town Council of the Town of Highland, Lake County, Indiana:

**Section 1.** Pursuant to the provisions of IC 6-1.1-17-20 (e), the Town Council of Highland hereby finds and determines the following:

(A) That the Waterworks District is a political subdivision, whose governing body, the Board of Waterworks Directors is comprised entirely of non-elected, appointed officials;

(B) That the assessed valuation of the **Waterworks District** is entirely contained within and is both coterminous and coextensive with the boundaries of the Corporate Town of Highland;

**Section 2.** That for the expenses of the **Waterworks District of the Town of Highland** for the year ending December 31, 2017, the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law;

**Section 3.** That in addition, for the purposes of raising revenue to meet the necessary expenses of the **WATERWORKS DISTRICT** of the **TOWN OF HIGHLAND**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance;

**Section 4.** This ordinance shall be in full force and effect from and after its passage and approval by the **Town Council** of the Town of Highland, subject to its review and approval by the Department of Local Government Finance.

Fund Name	Proposed Budget	Proposed Tax Levy	Proposed Tax Rate
Special Waterworks District Debt Service	\$ 162,776	\$ 295,125	0.0398
	<b>\$ 162,776</b>	<b>\$ 295,125</b>	<b>\$ 0.0398</b>

Introduced and Filed on the 10<sup>th</sup> day of October 2016. Consideration on First Reading not entertained, pursuant to I.C. 6-1.1-17-3(a); I.C. 6-1.1-17-5(a)(8) and I.C. 36-5-3-4.

Duly Ordained and Adopted this \_\_\_\_ Day of \_\_\_\_\_ 2016 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Having Voted in the Affirmative:

Having Voted in the Negative:

\_\_\_\_\_  
Mark A. Herak, President

\_\_\_\_\_

\_\_\_\_\_  
Bernie Zemen

\_\_\_\_\_

\_\_\_\_\_  
Dan Vassar

\_\_\_\_\_

\_\_\_\_\_  
Steve Wagner

\_\_\_\_\_

\_\_\_\_\_  
Konnie Kuiper

\_\_\_\_\_

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Town Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

**Waterworks District Bond and Interest Fund**

	<i>Adopted</i>	<i>Final Approval</i>
Personnel Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Services & Charges	\$ -	\$ -
Debt Service	\$ 162,776	\$ -
<b>Fund Total:</b>	<b>\$ 162,776</b>	<b>\$ -</b>
Adopted (est.) Rate for the Fund	\$ 0.0398	per \$100 dollars of av
Final (Est.) Rate for the Fund	\$ -	per \$100 dollars of av

Pursuant to IC 6-1.1-17 et seq., consideration of the proposed ordinance for adoption cannot take place sooner than ten (10) days following the pre-adoption hearing. Consideration for passage and adoption of the Proposed Ordinance will be at the regular meeting of the **Town Council, Monday, October 24, 2016 at 7:00 p.m.**

**All BUDGET NOTICES are NOW AVAILABLE at [BudgetNotices.IN.Gov](http://BudgetNotices.IN.Gov) or by calling (888) 739-9826.**

**Staff Reports:** The following staff reports were received and filed.

- **Fire Department Report for September 2016**

	Month	2~ half of year
General Alarms	03	28
Still Alarms	02	08

Paid still alarms	34	96
<b>Total:</b>	45	

• **Workplace Safety Report for September 2016**

There were three incidents to report for September. The following incident summary was filed:

Department	Injuries this Month	Year to Date 2016	Total in 2015	Restricted Days 2016	Lost Workdays This Year (2016)	Restricted Days Last Year (2015)	Lost Workdays Last Year (2015)
Parks	0	1	1	12	0	0	0
Fire	0	0	0	0	0	0	0
Police	1	4	1	2	0	0	0
Street	0	0	2	0	0	0	0
Water & Sewer	2	4	4	4	0	5	0
Maint.	0	0	0	0	0	0	0
Other	0	0	1	0	0	0	0
<b>TOTALS</b>	<b>3</b>	<b>9</b>	<b>9</b>	<b>18</b>	<b>0</b>	<b>5</b>	<b>0</b>

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

**Unfinished Business and General Orders:**

1. **Enactment No. 2016-34:** An Enactment Appropriating Additional Monies in Excess of the Annual Budget From Monies Received as a Grant from the State or Federal Government, pursuant to I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 et seq., in the amount of \$975 in the **Municipal Cumulative Capital Development Fund**.

Councilor Herak introduced and moved the consideration of Enactment No. 2016-34 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The introduced enactment could be considered at the same meeting of its introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2016-34 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The introduced enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland  
 Appropriation Enactment  
 Enactment No. 2016-34**

**An Enactment Appropriating Additional Monies in Excess of the Annual Budget From Monies Received as a Grant from the State or Federal Government, pursuant to I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 et seq.**

WHEREAS, IC 6-1.1-18-7.5 provides that notwithstanding any other law, the appropriating body of a political subdivision may appropriate any funds received as a **grant** from the state or the federal government without using the additional appropriation procedures under IC 6-1.1-18-5, if the funds are provided or designated by the state or the federal government as a reimbursement of an expenditure made by the political subdivision;

WHEREAS, The Town Council has been informed of the receipt of funds from a Justice Assistance Grant of the **Bureau of Justice Assistance** particularly represented on Clerk-Treasurer's **receipt number 400501** in the amount of **\$975.00** as reimbursement in support of 2016 Bulletproof Vest Partnership;

WHEREAS, The Town Council has been further informed that these funds were provided or designated by the state or the federal government as a reimbursement of an expenditure made by the political subdivision;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the actual expenses of said municipality related to the acquisition of tactical level bullet armor (bulletproof vests) funded by Justice Assistance Grant of the **Bureau of Justice Assistance** to reimburse the municipality for fifty percent (50%) of its actual expenses incurred by the acquisition of tactical level bullet armor (bulletproof vests), and related costs the following additional sums of money, received as a grant from the state or the federal government and designated as a reimbursement of an expenditure made by the political subdivision, are hereby appropriated and ordered set apart out of the funds herein named:

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Increase Accounts:

Acct. 230.09 Bulletproof Vests	\$ 975.00
<i>Total 200 Series Increases</i>	<b>\$ 975.00</b>

**Total of All Fund Increases: \$ 975.00**

**Section 2.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 10th Day of October 2016. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 10<sup>th</sup> Day of October 2016, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

2. **Resolution No. 2016-35:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Building And Inspection Department Of The Corporation General Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To IC 6-1.1-18-6.

Councilor Herak moved the passage and adoption of Resolution No. 2016-35. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2016-35

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the BUILDING and INSPECTION DEPARTMENT of the CORPORATION GENERAL FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Building and Inspection Department** of the **Corporation General Fund**;

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That it has been shown that certain existing unobligated appropriations of the **Building and Inspection Department** of the **Corporation General Fund** which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

CORPORATION GENERAL FUND

**Building and Inspection Department**

Reduce Accounts:

001-0006-34023 Group Health Premiums	\$ 10,000.00
<i>Total 300 Series Reductions</i>	\$ 10,000.00

Increase Account:

001-0006-11114 Electrical Inspector Compensation	\$ 10,000.00
<i>Total 100 Series Increases</i>	\$ 10,000.00

<b>Total of All Fund/Department Decreases:</b>	<b>\$10,000.00</b>
<b>Total of All Fund/Department Increases:</b>	<b>\$ 10,000.00</b>

**DULY RESOLVED and ADOPTED** this 10<sup>th</sup> Day of October 2016 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

3. **Works Board Order No. 2016-34:** An Order of the Works Board Accepting and Approving a Local Roads and Bridges Matching Grant Agreement Between the State of Indiana, through its Department of Transportation and the Town of Highland through its Public Works Department (Agency) by its Works Board for HMA Overlay and Pavement Reconstruction all pursuant to I.C. 8-23-30 et seq.

Councilor Wagner moved the passage and adoption of Works Board Order No. 2016-34. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2016-34**

**AN ORDER OF THE WORKS BOARD ACCEPTING AND APPROVING A LOCAL ROADS AND BRIDGES MATCHING GRANT AGREEMENT BETWEEN THE STATE OF INDIANA, THROUGH ITS DEPARTMENT OF TRANSPORTATION AND THE TOWN OF HIGHLAND THROUGH ITS PUBLIC WORKS DEPARTMENT (AGENCY) BY ITS WORKS BOARD FOR HMA OVERLAY AND PAVEMENT RECONSTRUCTION ALL PURSUANT TO I.C. 8-23-30 ET SEQ.**

**Whereas,** The Town of Highland, Department (agency) of Public Works, as part of its public duties, has responsibility for the management and maintenance of the several public ways, highways, local roads and streets throughout the Town of Highland not otherwise under another Department; and,

**Whereas,** The Town of Highland, passed and adopted Works Board Order No. 2015-41 on December 28, 2015 approving the Local Coordination agreement with INDOT for the 45<sup>th</sup> Avenue and Fifth Street Intersection Reconstruction Project;

**Whereas,** The State of Indiana recently enacted and authorized a new matching grant program, styled as the Local Roads and Bridges Matching Grants Program, which provides a fifty percent funding match

not to exceed one million dollars to local units of government that successfully apply for particular road and bridge projects; and,

**Whereas,** The Director of Public Works successfully applied to the Local Roads and Bridges Matching Grants Program to support several subprojects, including the 45<sup>th</sup> Avenue and Fifth Street Intersection Reconstruction Project, Reconstruction of Johnston Street, as well as several traffic management assets and improvements, seeking and being awarded \$472,671; and

**Whereas,** The proper officer of the Department of Transportation for the State of Indiana has prepared and presented a Local Roads and Bridges Matching Grant agreement that would support and provide for **intersection improvement, with added turn lanes, for 45<sup>th</sup> Avenue and 5<sup>th</sup> Street in the Town of Highland as a Federal Highway Aid (FHWA) Project, the Reconstruction of Johnston Street, pavement renewal for Ridge Road as well as several traffic management assets and improvements;**

**Whereas,** The Public Works Director now wishes to recommend to the Town Council acting as the Works Board, the favorable review and adoption of the proposed agreement;

**Whereas,** The Town Council acting as the Works Board now desires to approve, accept and adopt the proposed agreement presented by the Indiana Department of Transportation (INDOT), which provides for Local Roads and Bridges Matching Grant agreement that would support and provide for intersection improvement, with added turn lanes, for 45<sup>th</sup> Avenue and 5<sup>th</sup> Street in the Town of Highland as a Federal Highway Aid (FHWA) Project, the Reconstruction of Johnston Street, pavement renewal for Ridge Road as well as several traffic management assets and improvements;

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, as follows:

**Section 1.** That the proposed agreement, a **Local Roads and Bridges Matching Grant Agreement**, presented by the Indiana Department of Transportation (INDOT) which provides State based matching grant funds in the amount of **\$472,671** HMA Overlay and Pavement Reconstruction projects as herein described in the Town of Highland, styled as **EDS # A-249-\_\_\_\_\_**, **Des. Nos. 1601613 and 1601614** is hereby accepted, approved and adopted in every respect;

**Section 2.** That the Town Council President, and members of the Town Council are hereby authorized to evidence this approval and execute the agreement by their signatures as attested to by the Clerk-Treasurer;

**Section 3.** That the proper officers of the municipality are hereby authorized to identify and secure such funds of the municipality that may be lawfully expended in order to support the Town of Highland's funding share and implement the provisions and objects of the agreement.

**Be it so Ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 10<sup>th</sup> day of October 2016 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

4. **Works Board Order No. 2016-35:** An Order of the Works Board Accepting and Approving a Preliminary Design Engineering Professional Services Agreement Between the First Group Engineering and the Town of Highland through its Public Works Department (Agency) by its Works Board for Pavement Reconstruction of 45th Avenue between Kennedy Avenue to 270 feet west of 5th Street.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2016-35. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**The Town of Highland  
Order of the Works Board No. 2016-35**

**An Order Approving the 45th Avenue Pavement Reconstruction Project and Approving and Authorizing An agreement between First Group Engineering, Incorporated and the Town of Highland to perform Preliminary Design Engineering and professional services in support Thereof.**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore determined that a need exists to improve the intersection of 45th Avenue and 5th Street and to procure design engineering services associated with said street reconstruction and other improvements, to be known as the 45th and 5th Street Intersection Improvement Project (Project); and

**Whereas,** The Town of Highland had applied for and has been approved to receive a Community Crossings Matching Grant for 50% of the total construction cost for said project in the amount of \$191,050 (total construction cost \$382,100); and

**Whereas,** First Group Engineering, Incorporated has offered and presented an agreement to provide and furnish preliminary or design engineering and professional services in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the scope of engineering services completed as described in the agreement, for an estimated fee of Forty-five Thousand Six Hundred Eighty-five Dollars (\$45,685); and

**Whereas,** There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas,** The Town of Highland, through its Town Council now desires to approve the project and to accept and approve the agreement for services as herein described,

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board as follows:

**Section 1.** That the Town of Highland hereby determines to proceed with a project for pavement reconstruction on 45th Avenue between Kennedy Avenue and 5th Street to be known as the 45th Avenue Pavement Reconstruction Project;

**Section 2.** That the Town of Highland hereby accepts the recommendation of the Public Works Department to accept the proposal of First Group Engineering, Inc. for Professional Engineering and Design Services on the 45th Avenue Pavement Reconstruction Project;

**Section 3.** That the Town of Highland, through its Town Council, acting as the works board, finds and determines that **First Group Engineering, Incorporated** has demonstrated professional competence and qualifications to perform the particular professional services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

**Section 4.** That the Professional Engineering and Design Services Agreement, (incorporated by reference and made a part of this Order) between First Group Engineering, Incorporated and the Town of Highland, is hereby approved, adopted, accepted and ratified in each and every respect;

**Section 5.** That the terms and charges under the agreement for preliminary design engineering services in the not to exceed fee amount of Forty-five Thousand Six Hundred Eighty-five Dollars (\$45,685) are found to be reasonable and fair;

**Section 6.** That the Town Council President be authorized to execute the Agreement with his signature as attested thereto by the Clerk-Treasurer.

**Be it So Ordered.**

**Duly, Passed, Adopted and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of the municipality this 10th day of October, 2016 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President

Attest:

Michael Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer

**5. Action to approve pay for employee at higher than starting pay for the range of the position, pursuant to Section 2 (a) of Ordinance No. 1578 the Wage and Salary**

**Ordinance, as amended.** Assistant Public Works Director wishes to hire of **Joshua Bertossi, Kert Hansen, Zachary Vassar, and Dylan Whitehead** to the position of part-time Laborer in Public Works Department (Agency) at a rate of pay of \$9.00 per hour. The pay for this position is in a range starting at \$7.25 and ending at \$11.64.

Councilor Wagner moved to authorize and approve the higher starting pay of \$9 per hour for Joshua Bertossi, Kert Hansen, Zachary Vassar, and Dylan Whitehead. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives, no negatives and one abstention. With Councilors Herak, Wagner, Kuiper and Zemen voting in the affirmative and Councilor Vassar abstaining, the motion passed. The higher starting pay was approved.

- 6. Authorization for the Proper Officer to publish legal notice of a public hearing to consider proposed additional appropriations in excess of the Fiscal 2016 Budget of the Town of Highland in the Motor Vehicle Highway Fund, the Solid Waste and Sanitation Department of the Sanitary District Special Operating Fund, and the General Improvement Fund.**

Councilor Herak moved to authorize the proper offer to publish legal notice of a public hearing to consider proposed additional appropriations as indicated at the meeting of October 24, 2016. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The legal notice and public hearing were authorized.

**Comments or Remarks from the Town Council: (For the Good of the Order)**

- **Councilor Dan Vassar:** • *Liaison to the Park and Recreation Board.*

Councilor Vassar acknowledged the Parks and Recreation Superintendent who reported that he was a presenter at the recent National Parks and Recreation Association, dilating on the topic of revenue generating facilities; he further reported that the lightning warning systems have been installed in 5 parks.

- **Councilor Steve Wagner:** • *Advisory Board of Zoning Appeals Liaison.*

Councilor Wagner also congratulated the Parks and Recreation Superintendent on the care and maintenance of the softball fields.

Councilor Wagner acknowledged the Building Commissioner who reported that the Advisory Board of Zoning Appeals had taken up two requests for use variances, and they would be forwarded to the Town Council in November for its action.

- **Councilor Konnie Kuiper:** • *Town Board of Metropolitan Police Commissioners, Liaison • Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Police Chief, who indicated that the Traffic Safety Commission would be considering some parking issued associated with Orchard Park and the nearby school.

Councilor Kuiper acknowledged the Fire Chief who reported on the recent fire department open house.

- **Councilor Mark Herak:** *Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Board of Waterworks Directors.*

Councilor Herak commended the Fire Chief on the recent Fire Department Open House.

Councilor Herak acknowledged the Public Works Director who reported on various paving projects.

- **Council President Bernie Zemen:** *Municipal Executive Chamber of Commerce Co-Liaison • IT Liaison • Redevelopment Commission Liaison.*

The Town Council President acknowledged the Redevelopment Director who noted the recent dedication of the Rookery on September 28, 2016 at 6:00 p.m.

The Redevelopment further reported on the Festival of the Trail. She also reported that the Mural has been finished as painted by Liz Manis at the Jewett Street site.

The Council President acknowledged the Information Technology Consultant who reported on the budget request for email services.

#### **Comments from Visitors or Residents:**

1. Tom Black, 3515 Garfield Avenue, Highland, Indiana, inquired about the disposition and status on the Town Hall project. He was advised that there had been no further progress or any change to report.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Herak moved to allow the vendors accounts payable vouchers as filed on the pending **accounts payable docket, covering the period September 27, 2016 through October 10, 2016.** Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

#### **Vendors Accounts Payable Docket:**

**General Fund, \$209,863.94; Motor Vehicle Highway and Street (MVH) Fund, \$7,404.34; Unsafe Building Fund, \$4,800.00; Local Road and Streets Fund, \$41,2512.27; Law Enforcement Continuing Education, Training, and Supply Fund, \$805.23; Flexible Spending Account Agency Fund, \$2,093.01; Insurance Premium Agency Fund, \$149,797.79 Information and Communications Technology Fund, \$5,502.31; Special Events Non Reverting Fund, \$1,740.00; Police Pension Fund, \$63,695.21; Municipal Cumulative Capital Development Fund, \$820.00; Traffic Violations and Law Enforcement Agency Fund, \$8,189.50; Municipal Cumulative Street Fund, \$8,590.00; Gaming Revenue Sharing Fund, \$108,390.37; Public Safety Income Tax Fund, \$18,933.00; County Economic Development Income Tax Fund, \$191,877.09; Total: \$823,753.06.**

**Adjournment of Plenary Meeting.** Councilor Vassar moved that the plenary meeting be adjourned. Councilor Herak seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, October 10, 2016 was adjourned at 7:54 O'clock p.m. There was no study session following this meeting.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer